

GENERAL RULES

- 1. The Department Library is kept open on all working days from 9am to 4pm with issue/return of books up to 4pm.**
- 2. Students are requested to keep their bags/belongings/footwears at the entrance and required to sign in the entry register inside the library.**
- 3. Students are required to bring their own library cards for taking books.**
- 4. Library books once issued cannot be taken into the library except for returning.**
- 5. Laptops, personal books may be permitted inside the library for reference.**
- 6. Books are issued for a period of 15 days with two consecutive renewal periods of 15 days each. Hence a student can keep a book for 45 days. Further renewal not possible after 45 days and the person is required to return the book to the library.**
- 7. A student can reserve at a time as many books as he/she is eligible to borrow, provided they are issued out.**
- 8. If a book is lost the borrower must replace it with the same edition or with the latest edition.**
- 9. If the borrower is unable to replace the book or the books are out print; the current price plus 2/3rd penal charge will be levied from the borrower.**

- 10. If a student has lost his/her library card or cards; he/she has to report the matter to the librarian immediately. No duplicate library card may be issued against the lost library card. During the completion of the course, if no book is issued against the lost library card, a non-refundable penalty of Rs.100/- for each lost borrower's ticket may be collected from the borrower.**
- 11. All the payments in the case of book loss or loss of library cards should be made at the office and bring the receipt to the library to get the Non-Liability Certificate.**
- 12. Strict silence should be made in the library.**
- 13. New arrivals will be notified in the library webpage.**